



**STATE OF ARIZONA**  
**DIVISION OF EMERGENCY**  
**MANAGEMENT**



**RECOVERY SECTION**

**STANDARD OPERATING PROCEDURES**

**PUBLIC ASSISTANCE PROGRAM**

**SECTION 6**

**APPLICANT BRIEFING**

Rev 5/08



# **STATE OF ARIZONA DIVISION OF EMERGENCY MANAGEMENT PUBLIC ASSISTANCE PROGRAM**



## **STANDARD OPERATING PROCEDURES**

### **APPLICANTS' BRIEFING**

#### **I. OVERVIEW**

An applicants' briefing is a meeting conducted by a representative of the State for all potential applicants for public assistance grants. The briefing occurs after the Governor has declared an emergency and/or following an emergency or major disaster declaration from the President. Application procedures, administrative requirements, funding and program eligibility criteria are only some of the items that will be addressed during an applicants' briefing.

State recovery personnel trained in the public assistance program will participate in the briefing to clarify issues regarding:

- Recovery Process
- Eligibility
- Documentation Requirements
- Special Considerations
- Mitigation
- Floodplain Management
- Historical Buildings
- Environmental Issues
  - Environmental Assessments
  - Environmental Codes
  - Environmental Permits

The State representative is responsible for coordinating with the County Emergency Management Director(s) to establish and publicize the date, time and location of the briefing. The size of the disaster area and the number of potential applicants determine whether more than one briefing is held. The County Emergency Management Director(s) are responsible for contacting and notifying local jurisdiction personnel who should attend the briefing, including cities and towns, school districts and other public entities affected by the disaster.

## **II. WHO SHOULD ATTEND**

To obtain the maximum benefit from the information presented at the briefing, it is recommended that each applicant send the following representatives:

- Designated Applicant Agent
- Elected Official
- Finance Manager
- Emergency Manager
- Payroll Dept.
- Individuals from affected departments who will be responsible for:
  - Identifying damages
  - Performing repairs to damaged facilities
  - Identifying Environmental Issues including codes and required permits
  - Identifying historical sites

Each department should appoint a Lead Contact to work with the State's Public Assistance Coordinators throughout the recovery process. This individual should also attend the Kickoff Meeting which will be held (typically) within one week of the Applicant's Briefing. Having lead contacts for each department will improve the efficiency of processing Project Worksheets.

If a federal declaration has been granted, potentially eligible Private Nonprofit Organizations should also attend the applicants' briefing.

## **III. CHECKLIST FOR PAC**

Applicants sign in sheet

Applicants pick up packet at sign-in desk containing:

- Agenda
- Fact Sheet
- Copy of Governor's Proclamation
- Request for Public Assistance Form (to be completed before they leave)
- Designation of Applicant Agent Form (No money will be reimbursed until this is completed and returned to ADEM.)
- Arizona Administrative Code Title 8
- FEMA Equipment Rates

Meeting Outline:

- Opening Remarks
- Introductions
- Review Fact Sheet and Forms
- Public Assistance Program Overview

- Slide Presentation (approximately 1 hour 30 minutes)
  - Audit Process
- Distribute reference books
- Questions & Answers
- Schedule Kickoff Meetings with Applicants

Links to the following forms can be found within Section 21 of this PASOP

- Request for Public Assistance Form, AZ PA 204-3
- Designation of Applicant Agent Form, AZ PA 204-4
- Applicant Agents Checklist

FEMA Publications:

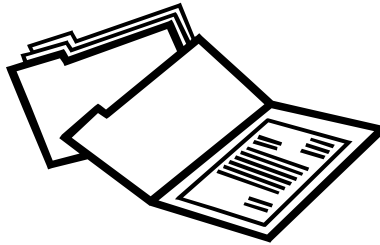
Public Assistance Policy Digest, FEMA 321

Public Assistance Guide, FEMA 322

Public Assistance Applicant Handbook, FEMA 323



## Applicant Briefing Packet



### Left Hand Side of Packet

Agenda

\*Presentation Handout

\*FEMA Schedule of Equipment Rates

Disaster Recovery Guidebook Handout (2 pages)

Applicant Project Checklist

Applicant's Agent Checklist

### Right Hand Side of Packet

Fact Sheet

\*Copy of Governor's Disaster Declaration (or Presidential)

Request for Public Assistance Form

Designation of Applicant Agent Form

Copy of Title 8

\*Audit Packet

Don't forget to add Wendy and Darlene's business cards.

\* Item not included within this file. Ask Wendy or Darlene for documents.



Arizona Division of Emergency Management  
Summer 2006 Monsoons & Flooding  
Applicant Briefing



Pima County  
Tuesday, August 22, 2006  
9:30 am  
Agenda

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Welcome and Introductions	Kerry Reeve
County / Local Update	Kerry Reeve
ADEM Recovery & Applicant Briefing	Wendy McCalla
FHWA Emergency Relief Program	Randy Allenstein
Questions	Everyone
Project Worksheet Formulation	Wendy McCalla
Open Discussion	Everyone
<b>Don't forget.....</b> Submit your Request for Public Assistance Forms to:	Darlene Quihuis

# Welcome to the State of Arizona's

## Applicant Briefing

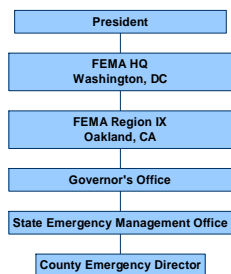
## Public Assistance Program

- Disaster Recovery Assistance provided to rebuild public infrastructure



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## Public Assistance Declaration Process



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## Governing Laws for Public Assistance

- |                 |  |
|-----------------|--|
| A.A.C. Title 8: | Arizona Administrative Code for Governor's Emergency Fund Process and Appeals  |
| A.R.S. 35-192   | Authorization for declaration of disaster; authorization for liabilities and expenses; priorities and limitations; review and report of expenditures |
| A.R.S. 26-303   | Emergency powers of governor; termination; authorization for adjutant general  |

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## Governing Laws for Public Assistance

- Stafford Act: Describes the declaration process, the types and extent of assistance that may be provided, and fundamental eligibility requirements.
- 44CFR: Code of Federal Regulations, Emergency Management and Assistance contains rules, policies and procedures Issued by FEMA applicable to the implementation of recovery programs and appeals.

PAPD 117 & 1

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## Governing Laws, Regulations and Policies

- Disaster Relief & Emergency Assistance Act
- Disaster Mitigation Act 2000
- Endangered Species Act
- Clean Air Act
- Clean Water Act
- National Historic Preservation Act
- State, Tribal and Local

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## Resources

- [www.azdema.gov](http://www.azdema.gov)
  - Disaster Recovery Guidebook
  - FEMA Equipment Rates
- PA Policy Digest – FEMA 321
- PA Guide – FEMA 322
- [www.fema.gov](http://www.fema.gov)
  - 9500 Series Policies
  - Standard Operating Procedures
  - Applicant Appeals

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## The Public Assistance Process



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## PA Process Relationship

- Local Applicant Agent
- ADEM P.A. Coordinator (AZPAC)

PAPD 99-100

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## Cost Share State Disaster

- Political Subdivisions
  - 75% State Share
  - 25% Applicant Share
- State Agencies
  - 100% State Share

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## Cost Share Presidential Disaster

- Political Subdivisions
  - 75% Federal Share
  - 15% State Share
  - 10% Applicant Share
- State Agencies
  - 75% Federal Share
  - 25% State Share
- Private Non Profit
  - 75% Federal Share
  - 25% Applicant Share

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## Program Eligibility is determined by the following:

<b>Applicant</b> <ul style="list-style-type: none"><li>■ State/Local government agencies or departments</li><li>■ Tribal organizations / PNPs (Federal)</li></ul>	<b>Facility</b> <ul style="list-style-type: none"><li>■ Any publicly owned building, works, system, or equipment, built or manufactured</li><li>■ Any improved <b>and</b> maintained natural feature</li></ul>
<b>Work</b> <ul style="list-style-type: none"><li>■ Direct result of the declared disaster.</li><li>■ Located within the designated disaster area.</li><li>■ Must be the legal responsibility of the applicant.</li></ul>	<b>Cost</b> <ul style="list-style-type: none"><li>■ Reasonable and necessary to accomplish the work.</li><li>■ Compliant with Federal, State and local procurement procedures.</li><li>■ Reduced by all applicable credits. (insurance / salvage values)</li></ul>

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## Applicant

- State/Local government agencies or departments
- Tribal organizations / PNPs (Federal)

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## Facility

- Any publicly owned building, works, system, or equipment, built or manufactured
- Any improved **and** maintained natural feature

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## Work

- Direct result of the declared disaster.
- Located within the designated disaster area.
- Must be the legal responsibility of the applicant.

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## Work

### Codes & Standards

- Apply to the damage
- To pre-disaster use
- Be formally adopted
- Be implemented and enforced

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## Cost

- Reasonable and necessary to accomplish the work.
- Compliant with Federal, State and local procurement procedures.
- Reduced by all applicable credits. (insurance / salvage values)

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## Cost

- Labor
- Equipment
- Rented Equipment
- Materials
- Contracts

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## Force Account Labor

- Personnel Names & Job Titles
- Dates & Hours Worked – Reg & OT
- Hourly Rate
- Employer Related Benefit Costs
- Information obtained from payroll records, invoices or other documents that are available for audit.

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## Force Account Equipment

- Type of Equipment
  - Size, Capacity, Make and Model
  - Equipment Code Number (Internal Reference)
- Operator's Name
- Dates and Hours Used
- Equipment Rates
  - FEMA vs Applicant's Rate
- Information obtained from payroll records, invoices or other documents that are available for audit.

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## Rented Equipment

- **Type of Equipment**
  - Size, Capacity, Make and Model
- **Dates and Hours Used**
- **Costs**
  - Rate per Hour
  - With or Without Operator
  - Total Cost
- **Vendor**
- **Invoice Number**
  - Date & Amount Paid
  - Check Number
- **Information obtained from invoices or other documents that are available for audit.**

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## Materials

- Vendor
- Description
- Quantity
- Unit & Total Price
- Date Purchased & Used
- Information obtained from records, invoices or other documents that are available for audit.

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## Contract

- Description of work performed
- Dates worked
- Contractor Name
- Billing / Invoice Number
- Amount Paid & Check Number
- Information obtained from records, invoices or other documents that are available for audit.

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## Manage Money



- PDA – Preliminary Damage Assessment
- Written Projects – Actual or Estimated Cost
- Audit – Final Cost Accounting
- Disaster Closeout & Termination

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## Documentation

- Who?
- What?
- Where?
- When?
- With What?

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## Documentation



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## Why Documentation Is Important

Accurate documentation will help you to:

- Recover all of your eligible costs
- Have the information necessary to develop your disaster projects
- Have information to validate the accuracy of your projects
- Be ready for audits or financial reviews

PAPD 9

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## Project Worksheets (PW)

- Location
- Damage Description
- Scope of Work
- Project Cost / Contract
- Special Considerations

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## Special Considerations

- Insurance
- Hazard mitigation
- Environmental
- Floodplain
- Historical
- Other federal or state laws or regulations that require compliance

PAPD 116

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## Categories of Work Emergency Work

- Category A: Debris Removal
- Category B: Emergency Protective Measures



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## Categories of Work Permanent Work

- Category C: Roads and Bridges
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreational Facilities, and other items

PAPD 15

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## Hazard Mitigation Section 406

- Tied directly to a facility damaged during the disaster.
- Reduce or eliminate threat of future damages.
- **MUST** be approved prior to starting **ANY** work.
- Must be cost beneficial.



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## Time Limits

- Project information **MUST** be submitted to ADEM by October 8, 2006.
- Emergency Work must be completed by February 8, 2007.
- Permanent Work must be completed by February 8, 2008.

PAPD 125

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## Time Limits (Federal Disaster)

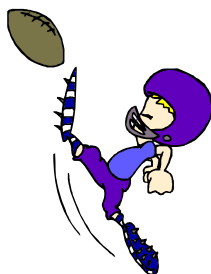
- Project information **MUST** be submitted within 60 days of the Kickoff Meeting.
- Emergency Work must be completed within 6 months of the declaration.
- Permanent Work must be completed within 18 months of the declaration.

PAPD 125

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## Kickoff Meeting

- One on One meeting between ADEM and Applicant
- Scheduled ASAP following Applicant Briefing
- Discuss all potential projects & determine eligibility



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## Who Should Attend ?

- Applicant Agent
- Emergency Manager
- Finance Department Rep/Mgr
- Environmental Representative
- Manager of Departments impacted by the event, e.g., Public Works, Utilities, Waste Water Management, Flood Control, Parks, etc.

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## Kickoff Meeting

- Establish communications
- Discuss sequence of events through closeout
- Start formulating & writing project worksheets
- Review supporting documentation

PAPD 99

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## The Applicant

- Submits all forms
- Identifies projects
- Identifies special considerations issues
- Maintains documentation
- Maintains contact with PAC
- Provides points of contact
- Is actively involved in process
- Retains ALL records for 5 years after audit

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## Project Management

- Identification
- Scope of Work
- Communication

It can be quite the juggling act.....

2005

8 events declared

550+ Projects

\$36 million dollars

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## Audit

- A.A.C. Title 8:
  - R8-2-316 states: "Upon completion of all work by an applicant, the Division shall inspect all work that the applicant claims. The applicant shall provide the Division with access to all claimed work and shall permit review of all records relating to the work. After completion of the final inspection, the Department's chief auditor shall conduct an audit of the applicant's claims. The Director shall use this audit to determine the allowability of claimed costs and final payment due to the applicant or overpayment due to the Division.

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## Other Federal Programs

**Natural Resources Conservation Service**


Emergency Watershed Protection Program  
(EWP)

## Questions?

Contact:

- Wendy Smith
- Public Assistance Program Manager
- (602) 234 657
- or
- Darlene Quihuis
- Finance Specialist
- (602) 392 746

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**Federal-aid  
EMERGENCY RELIEF (ER)  
PROGRAM**

Federal Highway Administration  
Arizona Division

# Writing an Effective Project Worksheet

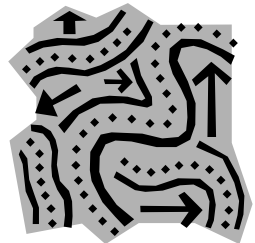
## Project Worksheets (PW)

- Location
- Damage Description
- Scope of Work
- Project Cost / Contract
- Special Considerations
- 406 Mitigation

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## Location

- Address
- Crossroads or Intersection
- Mile Marker
- Latitude/Longitude
- Map



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## Damage Description & Dimensions

- Cause and description of damage with dimensions.
- All damaged elements must be clearly defined in quantitative terms with physical dimensions (such as length, width, depth and capacity).

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## Example:

- Floodwaters from Fern Creek overtopped Fernwood Drive in the Village of Bolingbrook destroying 150 linear feet (LF) of the 26 ft. wide roadway including 8 in. asphalt pavement and 8 in. aggregate base. The fill embankment – 26 ft. wide (top) x 4 ft. high x 42 ft. wide (bottom) – was washed out for a length of 100 LF beneath the roadway. 300 LF of steel guard rail (150 LF on each side) was severely damaged along the entire stretch of the washed out road.

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## Scope of Work

- **SHOULD NOT** be described only as “restore to pre-disaster condition”.
- The work should be specified as an action with quantifiable (length, width, depth, capacity) and descriptive (brick, wood, asphalt) terms.
- Must correspond directly to the damage description.

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## Example:

- Replace fill embankment with unclassified fill for 100 LF x 4 ft. (high) x 26 ft. (top width) x 42 ft. (bottom width). Replace 150 LF x 26 ft. x 8 in. base course and 150 LF x 26 ft. x 8 in. asphalt pavement. Remove and replace 300 LF of steel guard rail. Place 100 LF of 1 ft. thick x 2 ft. deep riprap along the stream side of the constructed embankment slope in accordance with Village of Bolingbrook Code provision #101A.

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## Project Cost Estimate



- Time & Materials
  - Labor
  - Equipment
  - Materials
- Unit Cost
  - Estimating sources
  - FEMA Cost Codes
- Contracts

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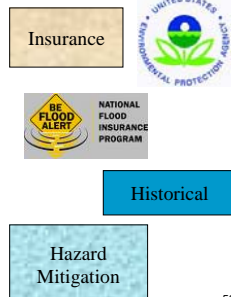
## Cost Estimate

- If you are using lump sum costs (labor, equipment, material) you need to include a breakdown (separate spreadsheet) of how you arrived at the lump sum figures reflected on the project worksheet.

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## Special Considerations

- Insurance
- Hazard mitigation
- Environmental
- Floodplain
- Historical
- Other federal or state laws or regulations that require compliance
- Complete 9 Questions Form for all PWs

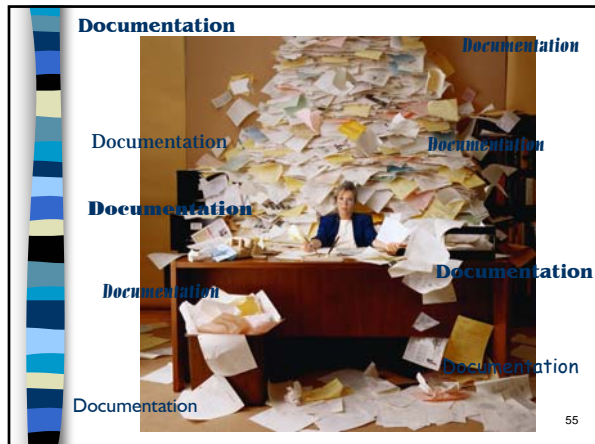


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## 406 Mitigation

- Work that is above and beyond the work required to return the damaged facility to its pre-disaster design.
- Must apply to the damaged element of the facility.
- Reduce any portion of the project cost estimate that does not need to be completed if mitigation is approved.

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## Project Management

- Identification
- Scope of Work
- Communication

It can be quite the juggling act....

2005

8 events declared

550+ Projects

\$36 million dollars

56

## The Applicant

- Submits all forms
- Identifies projects
- Identifies special considerations issues
- Maintains documentation
- Maintains contact with PAC
- Provides points of contact
- Is actively involved in process
- Retains ALL records for 5 years after audit

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## Questions

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# FEMA's Schedule of Equipment Rates

## DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY DISASTER ASSISTANCE DIRECTORATE PUBLIC ASSISTANCE DIVISION WASHINGTON, D.C. 20472

The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 *Allowable Costs*. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 *Appeals*.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT ON OR AFTER MAY 1, 2008.

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8490	Aerial Lift, Self-Propelled	Max. Platform Height	37 ft	to 15	Articulated, Telescoping, Scissor.	hour	\$8.25
8491	Aerial Lift, Self-Propelled	Max. Platform Height	60 ft	to 30	Articulated, Telescoping, Scissor.	hour	\$12.25
8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 ft	to 50	Articulated, Telescoping, Scissor.	hour	\$22.50
8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 ft	to 85	Articulated and Telescoping.	hour	\$60.00
8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 ft	to 130	Articulated and Telescoping.	hour	\$70.00
8486	Aerial Lift, Truck Mntd	Max. Platform Height	40 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$6.75
8487	Aerial Lift, Truck Mntd	Max. Platform Height	61 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$12.25
8488	Aerial Lift, Truck Mntd	Max. Platform Height	80 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$23.50
8489	Aerial Lift, Truck Mntd	Max. Platform Height	100 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$34.00
8010	Air Compressor	Air Delivery	41 cfm	to 10	Hoses included.	hour	\$1.50
8011	Air Compressor	Air Delivery	103 cfm	to 30	Hoses included.	hour	\$8.75
8012	Air Compressor	Air Delivery	130 cfm	to 50	Hoses included.	hour	\$11.25
8013	Air Compressor	Air Delivery	175 cfm	to 90	Hoses included.	hour	\$26.00
8014	Air Compressor	Air Delivery	400 cfm	to 145	Hoses included.	hour	\$35.00
8015	Air Compressor	Air Delivery	575 cfm	to 230	Hoses included.	hour	\$48.00
8016	Air Compressor	Air Delivery	1100 cfm	to 355	Hoses included.	hour	\$65.00
8017	Air Compressor	Air Delivery	1600 cfm	to 500	Hoses included.	hour	\$105.00
8040	Ambulance			to 150		hour	\$33.00
8041	Ambulance			to 210		hour	\$41.00
8060	Auger, Portable	Hole Diameter	16 in	to 6		hour	\$1.60
8061	Auger, Portable	Hole Diameter	18 in	to 13		hour	\$4.10
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 in	to 13	Includes digger, boom and mounting hardware. Add to Tractor rate for total rate.	hour	\$1.30
8063	Auger, Truck Mntd	Max. Auger Size	24 in	to 100	Includes digger, boom and mounting hardware. Add to Truck rate for total rate.	hour	\$35.00
8070	Automobile			to 130	Transporting people.	mile	\$0.56
8071	Automobile			to 130	Transporting cargo.	hour	\$16.50
8072	Automobile, Police			to 250	Patrolling.	mile	\$0.63
8073	Automobile, Police			to 250	Stationary with engine running.	hour	\$18.00
8110	Barge, Deck	Size	50'x35'x7.25'			hour	\$34.00
8111	Barge, Deck	Size	50'x35'x9'			hour	\$49.00
8112	Barge, Deck	Size	120'x45'x10'			hour	\$60.00
8113	Barge, Deck	Size	160'x45'x11'			hour	\$75.00
8050	Board, Arrow			to 8	Trailer Mounted.	hour	\$3.40
8051	Board, Message			to 5	Trailer Mounted.	hour	\$8.75
8133	Boat, Push	Size	45'x21'x6'	to 435	Flat hull.	hour	\$180.00
8134	Boat, Push	Size	54'x21'x6'	to 525	Flat hull.	hour	\$235.00
8135	Boat, Push	Size	58'x24'x7.5'	to 705	Flat hull.	hour	\$300.00

# FEMA's Schedule of Equipment Rates

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8136	Boat, Push	Size	64'x25'x8'	to 870	Flat hull.	hour	\$345.00
8130	Boat, Row				Heavy duty.	hour	\$0.85
8131	Boat, Runabout	Size	13'x5'	to 50	Outboard.	hour	\$18.50
8132	Boat, Tender	Size	14'x7'	to 100	Inboard with 360 degree drive.	hour	\$33.00
8120	Boat, Tow	Size	55'x20'x5'	to 870	Steel.	hour	\$315.00
8121	Boat, Tow	Size	60'x21'x5'	to 1050	Steel.	hour	\$370.00
8122	Boat, Tow	Size	70'x30'x7.5'	to 1350	Steel.	hour	\$540.00
8123	Boat, Tow	Size	120'x34'x8'	to 2000	Steel.	hour	\$980.00
8140	Boat, Tug	Length	16 ft	to 100		hour	\$42.00
8141	Boat, Tug	Length	18 ft	to 175		hour	\$70.00
8142	Boat, Tug	Length	26 ft	to 250		hour	\$90.00
8143	Boat, Tug	Length	40 ft	to 380		hour	\$185.00
8144	Boat, Tug	Length	51 ft	to 700		hour	\$285.00
8419	Breaker, Pavement, Hand-Held	Weight	25-90 lb			hour	\$0.65
8420	Breaker, Pavement			to 70		hour	\$35.00
8150	Broom, Pavement	Broom Length	72 in	to 35		hour	\$14.00
8151	Broom, Pavement	Broom Length	96 in	to 100		hour	\$23.00
8153	Broom, Pavement, Mnl'd	Broom Length	72 in	to 18	Add to Prime Mover rate for total rate.	hour	\$6.50
8154	Broom, Pavement, Pull	Broom Length	84 in	to 20	Add to Prime Mover rate for total rate.	hour	\$11.25
8270	Bucket, Clamshell	Capacity	1.0 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$3.60
8271	Bucket, Clamshell	Capacity	2.5 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$6.75
8272	Bucket, Clamshell	Capacity	5.0 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$11.25
8273	Bucket, Clamshell	Capacity	7.5 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$14.50
8275	Bucket, Dragline	Capacity	2.0 cy		Does not include Clamshell & Dragline.	hour	\$2.90
8276	Bucket, Dragline	Capacity	5.0 cy		Does not include Clamshell & Dragline.	hour	\$6.50
8277	Bucket, Dragline	Capacity	10 cy		Does not include Clamshell & Dragline.	hour	\$10.50
8278	Bucket, Dragline	Capacity	14 cy		Does not include Clamshell & Dragline.	hour	\$13.50
8180	Bus			to 150		hour	\$26.00
8181	Bus			to 210		hour	\$29.00
8182	Bus			to 300		hour	\$33.00
8190	Chain Saw	Bar Length	16 in			hour	\$2.00
8191	Chain Saw	Bar Length	25 in			hour	\$3.70
8192	Chain Saw, Pole	Bar Size	18 in			hour	\$1.60
8200	Chipper, Brush	Chipping Capacity	6 in	to 35	Trailer Mounted.	hour	\$8.50
8201	Chipper, Brush	Chipping Capacity	9 in	to 65	Trailer Mounted.	hour	\$18.50
8202	Chipper, Brush	Chipping Capacity	12 in	to 100	Trailer Mounted.	hour	\$26.00
8203	Chipper, Brush	Chipping Capacity	15 in	to 125	Trailer Mounted.	hour	\$37.00
8204	Chipper, Brush	Chipping Capacity	18 in	to 200	Trailer Mounted.	hour	\$55.00
8210	Clamshell & Dragline, Crawler		149,999 lb	to 235	Bucket not included in rate.	hour	\$100.00
8211	Clamshell & Dragline, Crawler		250,000 lb	to 520	Bucket not included in rate.	hour	\$145.00
8212	Clamshell & Dragline, Truck			to 240	Bucket not included in rate.	hour	\$145.00
8712	Cleaner, Sewer/Catch Basin	Hopper Capacity	5 cy		Truck Mounted. Add to Truck rate for total rate.	hour	\$16.00
8713	Cleaner, Sewer/Catch Basin	Hopper Capacity	14 cy		Truck Mounted. Add to Truck rate for total rate.	hour	\$21.50
8220	Compactor			to 10		hour	\$11.75
8221	Compactor, Towed, Vibratory Drum			to 45		hour	\$19.00
8222	Compactor, Vibratory, Drum			to 75		hour	\$28.00
8223	Compactor, Pneumatic, Wheel			to 100		hour	\$33.00
8225	Compactor, Sanitation			to 300		hour	\$110.00
8226	Compactor, Sanitation			to 400		hour	\$185.00
8227	Compactor, Sanitation			to 535		hour	\$260.00



# FEMA's Schedule of Equipment Rates

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8228	Compactor, Towed, Pneumatic, Wheel		10000 lb		Add to Prime Mover rate for total rate.	hour	\$7.50
8229	Compactor, Towed, Drum Static		20000 lb		Add to Prime Mover rate for total rate.	hour	\$12.25
8500	Crane	Max. Lift Capacity	8 MT	to 80		hour	\$31.00
8501	Crane	Max. Lift Capacity	15 MT	to 150		hour	\$65.00
8502	Crane	Max. Lift Capacity	50 MT	to 200		hour	\$100.00
8503	Crane	Max. Lift Capacity	70 MT	to 300		hour	\$175.00
8504	Crane	Max. Lift Capacity	110 MT	to 350		hour	\$230.00
8496	Crane, Truck Mntd	Max. Lift Capacity	24000 lb		Add to Truck rate for total rate.	hour	\$10.00
8497	Crane, Truck Mntd	Max. Lift Capacity	36000 lb		Add to Truck rate for total rate.	hour	\$16.00
8498	Crane, Truck Mntd	Max. Lift Capacity	60000 lb		Add to Truck rate for total rate.	hour	\$30.00
8195	Cutter, Brush	Cutter Size	8 ft	to 150		hour	\$100.00
8196	Cutter, Brush	Cutter Size	8 ft	to 190		hour	\$110.00
8197	Cutter, Brush	Cutter Size	10 ft	to 245		hour	\$130.00
8670	Derrick, Hydraulic Digger	Max. Boom Length	60 ft		Includes hydraulic pole alignment attachment. Add to Truck rate.	hour	\$21.00
8671	Derrick, Hydraulic Digger	Max. Boom Length	90 ft		Includes hydraulic pole alignment attachment. Add to Truck rate.	hour	\$39.00
8580	Distributor, Asphalt	Tank Capacity	500 gal		insulated tank, and circulating spray bar.	hour	\$13.00
8581	Distributor, Asphalt	Tank Capacity	1000 gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar. Add to Truck rate.	hour	\$20.00
8582	Distributor, Asphalt	Tank Capacity	4000 gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar. Add to Truck rate.	hour	\$25.00
8250	Dozer, Crawler			to 75		hour	\$35.00
8251	Dozer, Crawler			to 105		hour	\$45.00
8252	Dozer, Crawler			to 160		hour	\$70.00
8253	Dozer, Crawler			to 250		hour	\$110.00
8254	Dozer, Crawler			to 360		hour	\$150.00
8255	Dozer, Crawler			to 565		hour	\$275.00
8256	Dozer, Crawler			to 850		hour	\$385.00
8260	Dozer, Wheel			to 300		hour	\$65.00
8261	Dozer, Wheel			to 400		hour	\$125.00
8262	Dozer, Wheel			to 500		hour	\$175.00
8263	Dozer, Wheel			to 625		hour	\$240.00
8280	Excavator, Hydraulic	Bucket Capacity	0.5 cy	to 45	Crawler, Truck & Wheel. Includes bucket.	hour	\$21.00
8281	Excavator, Hydraulic	Bucket Capacity	1.0 cy	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	\$44.00
8282	Excavator, Hydraulic	Bucket Capacity	1.5 cy	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	\$75.00
8283	Excavator, Hydraulic	Bucket Capacity	2.5 cy	to 265	Crawler, Truck & Wheel. Includes bucket.	hour	\$135.00
8284	Excavator, Hydraulic	Bucket Capacity	4.5 cy	to 420	Crawler, Truck & Wheel. Includes bucket.	hour	\$220.00
8285	Excavator, Hydraulic	Bucket Capacity	7.5 cy	to 650	Crawler, Truck & Wheel. Includes bucket.	hour	\$270.00
8286	Excavator, Hydraulic	Bucket Capacity	12 cy	to 1000	Crawler, Truck & Wheel. Includes bucket.	hour	\$465.00
8240	Feeder, Grizzly			to 35		hour	\$17.00
8241	Feeder, Grizzly			to 55		hour	\$30.00
8242	Feeder, Grizzly			to 75		hour	\$44.00
8300	Fork Lift	Capacity	6000 lb	to 60		hour	\$14.00
8301	Fork Lift	Capacity	12000 lb	to 90		hour	\$20.50
8302	Fork Lift	Capacity	18000 lb	to 140		hour	\$28.00
8303	Fork Lift	Capacity	50000 lb	to 215		hour	\$60.00
8310	Generator	Prime Output	5.5 kW	to 10		hour	\$4.10
8311	Generator	Prime Output	16 kW	to 25		hour	\$9.75
8312	Generator	Prime Output	43 kW	to 65		hour	\$22.00
8313	Generator	Prime Output	100 kW	to 125		hour	\$46.00

# FEMA's Schedule of Equipment Rates

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8314	Generator	Prime Output	150 kW	to 240		hour	\$70.00
8315	Generator	Prime Output	210 kW	to 300		hour	\$80.00
8316	Generator	Prime Output	280 kW	to 400		hour	\$115.00
8317	Generator	Prime Output	350 kW	to 500		hour	\$130.00
8318	Generator	Prime Output	530 kW	to 750		hour	\$205.00
8319	Generator	Prime Output	710 kW	to 1000		hour	\$270.00
8320	Generator	Prime Output	1100 kW	to 1500		hour	\$435.00
8321	Generator	Prime Output	2500 kW	to 3000		hour	\$695.00
8755	Golf Cart	Capacity	2 person			hour	\$3.30
8330	Graders	Moldboard Size	10 ft	to 110	Includes Rigid and Articulate	hour	\$40.00
8331	Graders	Moldboard Size	12 ft	to 150	Includes Rigid and Articulate	hour	\$55.00
8332	Graders	Moldboard Size	14 ft	to 225	Includes Rigid and Articulate	hour	\$80.00
8350	Hose, Discharge	Diameter	3 in		Per 25 foot length. Includes couplings.	hour	\$0.13
8351	Hose, Discharge	Diameter	4 in		Per 25 foot length. Includes couplings.	hour	\$0.19
8352	Hose, Discharge	Diameter	6 in		Per 25 foot length. Includes couplings.	hour	\$0.50
8353	Hose, Discharge	Diameter	8 in		Per 25 foot length. Includes couplings.	hour	\$0.75
8354	Hose, Discharge	Diameter	12 in		Per 25 foot length. Includes couplings.	hour	\$1.35
8355	Hose, Discharge	Diameter	16 in		Per 25 foot length. Includes couplings.	hour	\$2.20
8356	Hose, Suction	Diameter	3 in		Per 25 foot length. Includes couplings.	hour	\$0.23
8357	Hose, Suction	Diameter	4 in		Per 25 foot length. Includes couplings.	hour	\$0.43
8358	Hose, Suction	Diameter	6 in		Per 25 foot length. Includes couplings.	hour	\$0.90
8359	Hose, Suction	Diameter	8 in		Per 25 foot length. Includes couplings.	hour	\$1.35
8360	Hose, Suction	Diameter	12 in		Per 25 foot length. Includes couplings.	hour	\$2.45
8361	Hose, Suction	Diameter	16 in		Per 25 foot length. Includes couplings.	hour	\$3.90
8517	Jackhammer (Dry)	Weight Class	25-45 lb			hour	\$1.00
8518	Jackhammer (Wet)	Weight Class	30-55 lb			hour	\$1.15
8380	Loader, Crawler	Bucket Capacity	0.5 cy	to 32	Includes bucket.	hour	\$13.00
8381	Loader, Crawler	Bucket Capacity	1 cy	to 60	Includes bucket.	hour	\$22.50
8382	Loader, Crawler	Bucket Capacity	2 cy	to 118	Includes bucket.	hour	\$48.00
8383	Loader, Crawler	Bucket Capacity	3 cy	to 178	Includes bucket.	hour	\$85.00
8384	Loader, Crawler	Bucket Capacity	4 cy	to 238	Includes bucket.	hour	\$125.00
8540	Loader, Skid-Steer	Operating Capacity	1000 lb	to 35		hour	\$12.25
8541	Loader, Skid-Steer	Operating Capacity	2000 lb	to 65		hour	\$21.00
8542	Loader, Skid-Steer	Operating Capacity	3000 lb	to 85		hour	\$26.00
8401	Loader, Tractor, Wheel			to 81		hour	\$25.00
8390	Loader, Wheel	Bucket Capacity	0.5 cy	to 38		hour	\$17.50
8391	Loader, Wheel	Bucket Capacity	1 cy	to 60		hour	\$25.00
8392	Loader, Wheel	Bucket Capacity	2 cy	to 105		hour	\$34.00
8393	Loader, Wheel	Bucket Capacity	3 cy	to 152		hour	\$47.00
8394	Loader, Wheel	Bucket Capacity	4 cy	to 200		hour	\$60.00
8395	Loader, Wheel	Bucket Capacity	5 cy	to 250		hour	\$80.00
8396	Loader, Wheel	Bucket Capacity	6 cy	to 305		hour	\$95.00
8397	Loader, Wheel	Bucket Capacity	7 cy	to 360		hour	\$110.00
8398	Loader, Wheel	Bucket Capacity	8 cy	to 530		hour	\$160.00
8570	Loader-Backhoe, Wheel	Loader Bucket Capacity	0.5 cy	to 40	Loader and Backhoe Buckets included.	hour	\$15.50
8571	Loader-Backhoe, Wheel	Loader Bucket Capacity	1 cy	to 70	Loader and Backhoe Buckets included.	hour	\$28.00
8572	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 cy	to 95	Loader and Backhoe Buckets included.	hour	\$39.00
8573	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.75 cy	to 115	Loader and Backhoe Buckets included.	hour	\$44.00
8410	Mixer, Concrete Portable	Batching Capacity	10 cft			hour	\$3.80
8411	Mixer, Concrete Portable	Batching Capacity	12 cft			hour	\$5.00
8412	Mixer, Concrete, Trailer Mntd	Batching Capacity	11 cft	to 10		hour	\$8.75
8413	Mixer, Concrete, Trailer Mntd	Batching Capacity	16 cft	to 25		hour	\$17.00
8075	Motorcycle, Police					mile	\$0.40
8633	Mulcher, Trailer Mntd	Working Capacity	7 tph	to 35		hour	\$12.00
8634	Mulcher, Trailer Mntd	Working Capacity	10 tph	to 55		hour	\$18.50
8635	Mulcher, Trailer Mntd	Working Capacity	20 tph	to 120		hour	\$31.00
8430	Paver, Asphalt, Towed				Does not include Prime Mover.	hour	\$7.00
8431	Paver, Asphalt			to 50	Includes wheel and crawler equipment.	hour	\$70.00
8432	Paver, Asphalt			to 125	Includes wheel and crawler equipment.	hour	\$120.00
8433	Paver, Asphalt			to 175	Includes wheel and crawler equipment.	hour	\$130.00
8434	Paver, Asphalt			to 250	Includes wheel and crawler equipment.	hour	\$150.00
8436	Pick-up, Asphalt			to 110		hour	\$60.00



# FEMA's Schedule of Equipment Rates

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8437	Pick-up, Asphalt			to 150		hour	\$85.00
8438	Pick-up, Asphalt			to 200		hour	\$115.00
8439	Pick-up, Asphalt			to 275		hour	\$145.00
8660	Plow, Cable	Plow Depth	24 in	to 30		hour	\$12.00
8661	Plow, Cable	Plow Depth	36 in	to 65		hour	\$32.00
8662	Plow, Cable	Plow Depth	48 in	to 110		hour	\$37.00
8450	Plow, Snow, Grader Mntd	Width	to 10 ft		Add to Grader for total rate.	hour	\$16.00
8451	Plow, Snow, Grader Mntd	Width	to 14 ft		Add to Grader for total rate.	hour	\$24.00
8452	Plow, Snow, Truck Mntd	Width	to 15 ft		Add to Truck rate for total rate.	hour	\$10.75
8453	Plow, Snow, Truck Mntd	Width	to 15 ft		With leveling wing. Add to Truck rate for total rate.	hour	\$18.50
8470	Pump			to 4	Does not include Hoses.	hour	\$2.15
8471	Pump			to 6	Does not include Hoses.	hour	\$3.20
8472	Pump			to 10	Does not include Hoses.	hour	\$4.10
8473	Pump			to 15	Does not include Hoses.	hour	\$7.75
8474	Pump			to 25	Does not include Hoses.	hour	\$9.25
8475	Pump			to 40	Does not include Hoses.	hour	\$19.50
8476	Pump			to 60	Does not include Hoses.	hour	\$23.00
8477	Pump			to 95	Does not include Hoses.	hour	\$33.00
8478	Pump			to 140	Does not include Hoses.	hour	\$38.00
8479	Pump			to 200	Does not include Hoses.	hour	\$45.00
8510	Saw, Concrete	Blade Diameter	14 in	to 14		hour	\$7.00
8511	Saw, Concrete	Blade Diameter	26 in	to 35		hour	\$16.50
8512	Saw, Concrete	Blade Diameter	48 in	to 65		hour	\$28.00
8513	Saw, Rock			to 100		hour	\$38.00
8514	Saw, Rock			to 200		hour	\$70.00
8521	Scraper	Scraper Capacity	16 cy	to 250		hour	\$105.00
8522	Scraper	Scraper Capacity	23 cy	to 365		hour	\$150.00
8523	Scraper	Scraper Capacity	34 cy	to 475		hour	\$220.00
8524	Scraper	Scraper Capacity	44 cy	to 600		hour	\$270.00
8560	Snow Blower	Capacity	2,000 tph	to 400		hour	\$160.00
8561	Snow Blower	Capacity	2,500 tph	to 500		hour	\$180.00
8562	Snow Blower	Capacity	3,500 tph	to 600		hour	\$200.00
8550	Snow Blower, Truck Mntd	Capacity	600 tph	to 75	Does not include Truck.	hour	\$42.00
8551	Snow Blower, Truck Mntd	Capacity	1400 tph	to 200	Does not include Truck.	hour	\$80.00
8552	Snow Blower, Truck Mntd	Capacity	2000 tph	to 340	Does not include Truck.	hour	\$125.00
8553	Snow Blower, Truck Mntd	Capacity	2500 tph	to 400	Does not include Truck.	hour	\$140.00
8558	Snow Thrower, Walk Behind	Cutting Width	25 in	to 5		hour	\$3.60
8559	Snow Thrower, Walk Behind	Cutting Width	60 in	to 15		hour	\$8.00
8630	Sprayer, Seed	Working Capacity	750 gal	to 30	Trailer & Truck mounted. Does not include Prime Mover.	hour	\$10.75
8631	Sprayer, Seed	Working Capacity	1250 gal	to 50	Trailer & Truck mounted. Does not include Prime Mover.	hour	\$16.50
8632	Sprayer, Seed	Working Capacity	3500 gal	to 115	Trailer & Truck mounted. Does not include Prime Mover.	hour	\$32.00
8458	Spreader, Chemical	Capacity	5 cy	to 4	Trailer & Truck mounted. Does not	hour	\$4.20
8423	Spreader, Chip	Spread Hopper Width	12.5 ft	to 152		hour	\$60.00
8424	Spreader, Chip	Spread Hopper Width	16.5 ft	to 215		hour	\$95.00
8425	Spreader, Chip, Mntd	Hopper Size	8 ft	to 8	Trailer & Truck mounted.	hour	\$3.70
8455	Spreader, Sand	Mounting	Tailgate, Chassis			hour	\$3.30
8456	Spreader, Sand	Mounting	Dump Body			hour	\$5.50
8457	Spreader, Sand	Mounting	Truck (10 yd)			hour	\$7.50
8440	Striper	Paint Capacity	40 gal	to 22		hour	\$9.25
8441	Striper	Paint Capacity	90 gal	to 60		hour	\$21.00
8442	Striper	Paint Capacity	120 gal	to 122		hour	\$41.00
8445	Striper, Truck Mntd	Paint Capacity	120 gal	to 460		hour	\$85.00
8446	Striper, Walk-behind	Paint Capacity	12 gal			hour	\$3.80
8157	Sweeper, Pavement			to 110		hour	\$55.00
8158	Sweeper, Pavement			to 230		hour	\$85.00
8590	Trailer, Dump	Capacity	20 cy		Does not include Prime Mover.	hour	\$8.00
8591	Trailer, Dump	Capacity	30 cy		Does not include Prime Mover.	hour	\$14.00

# FEMA's Schedule of Equipment Rates

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8600	Trailer, Equipment	Capacity	30 ton			hour	\$10.25
8601	Trailer, Equipment	Capacity	40 ton			hour	\$12.50
8602	Trailer, Equipment	Capacity	60 ton			hour	\$15.00
8603	Trailer, Equipment	Capacity	120 ton			hour	\$20.50
8640	Trailer, Office	Trailer Size	8' x 24'			hour	\$1.70
8641	Trailer, Office	Trailer Size	8' x 32'			hour	\$1.75
8642	Trailer, Office	Trailer Size	10' x 32'			hour	\$2.60
8610	Trailer, Water	Tank Capacity	4000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$11.00
8611	Trailer, Water	Tank Capacity	6000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$14.00
8612	Trailer, Water	Tank Capacity	10000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$16.50
8613	Trailer, Water	Tank Capacity	14000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$20.50
8650	Trencher			to 40	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$13.00
8651	Trencher			to 85	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$29.00
8290	Trowel, Concrete	Diameter	48 in	to 12		hour	\$5.50
8680	Truck, Concrete Mixer	Mixer Capacity	13 cy	to 300		hour	\$90.00
8720	Truck, Dump	Struck Capacity	8 cy	to 220		hour	\$43.00
8721	Truck, Dump	Struck Capacity	10 cy	to 320		hour	\$60.00
8722	Truck, Dump	Struck Capacity	12 cy	to 400		hour	\$75.00
8723	Truck, Dump	Struck Capacity	18 cy	to 400		hour	\$80.00
8724	Truck, Dump, Off	Struck Capacity	28 cy	to 450		hour	\$115.00
8690	Truck, Fire	Pump Capacity	1000 gpm			hour	\$75.00
8691	Truck, Fire	Pump Capacity	1250 gpm			hour	\$90.00
8692	Truck, Fire	Pump Capacity	1500 gpm			hour	\$95.00
8693	Truck, Fire	Pump Capacity	2000 gpm			hour	\$105.00
8694	Truck, Fire Ladder	Ladder length	75 ft			hour	\$145.00
8695	Truck, Fire Ladder	Ladder length	150 ft			hour	\$175.00
8700	Truck, Flatbed	Maximum Gvw	15000 lb	to 200		hour	\$25.00
8701	Truck, Flatbed	Maximum Gvw	25000 lb	to 275		hour	\$28.00
8702	Truck, Flatbed	Maximum Gvw	30000 lb	to 300		hour	\$31.00
8703	Truck, Flatbed	Maximum Gvw	45000 lb	to 380		hour	\$55.00
8730	Truck, Garbage	Capacity	25 cy	to 255		hour	\$55.00
8731	Truck, Garbage	Capacity	32 cy	to 325		hour	\$60.00
8800	Truck, Pickup				Transporting people.	mile	\$0.58
8801	Truck, Pickup		½ ton			hour	\$19.00
8802	Truck, Pickup		1 ton			hour	\$25.00
8803	Truck, Pickup		1¼ ton			hour	\$27.00
8804	Truck, Pickup		1½ ton			hour	\$30.00
8805	Truck, Pickup		1¾ ton			hour	\$35.00
8790	Truck, Tractor	4 x 2	30000 lb	to 220		hour	\$38.00
8791	Truck, Tractor	4 x 2	45000 lb	to 310		hour	\$55.00
8792	Truck, Tractor	6 x 4	50000 lb	to 400		hour	\$70.00
8780	Truck, Water	Tank Capacity	2500 gal	to 175	Include pump and rear spray system.	hour	\$38.00
8781	Truck, Water	Tank Capacity	4000 gal	to 250	Include pump and rear spray system.	hour	\$50.00
8620	Tub Grinder			to 440		hour	\$95.00
8621	Tub Grinder			to 630		hour	\$140.00
8622	Tub Grinder			to 760		hour	\$175.00
8623	Tub Grinder			to 1000		hour	\$275.00
8753	Vehicle, Recreational			to 10		hour	\$3.50
8750	Vehicle, Small			to 30		hour	\$8.00
8761	Vibrator, Concrete			to 4		hour	\$1.15
8770	Welder, Portable			to 16	Includes ground cable and lead cable.	hour	\$6.75
8771	Welder, Portable			to 34	Includes ground cable and lead cable.	hour	\$16.00
8772	Welder, Portable			to 50	Includes ground cable and lead cable.	hour	\$23.00
8773	Welder, Portable			to 80	Includes ground cable and lead cable.	hour	\$31.00



Division of Emergency Management  
Recovery Office  
**Disaster Recovery Guidebook**

The Arizona Division of Emergency Management's Recovery Section provides support to communities and local governments in recovering from any State declared disaster event. Recovery activities return a community back to normal after a disaster. This support begins with damage identification and assessment immediately following an event and continues with providing financial assistance in rebuilding public infrastructure.

The Governor may proclaim a state of emergency after a political subdivision has passed a resolution stating that an emergency exists in their jurisdiction(s) AND it is above and beyond their capability. The Governor may provide Public Assistance to the affected Political Subdivision(s) of the state (counties, cities, towns, state agencies). The Governor has an annual Emergency Fund of \$4 million dollars to cover the costs of emergencies and disasters. The Arizona Division of Emergency Management (ADEM) Recovery Section administers this fund.

In some cases, a disaster is beyond the capability of the State and local governments. When that is the case, the Governor will request federal assistance from FEMA through the President of the United States. The recovery process for a single event is not complete until all the work has been accomplished inspected and the documentation audited. Once the recovery process for a single event is complete the declared disaster is terminated. The State of Arizona averages four to five (4-5) State declared disaster events each fiscal year.

The [Disaster Recovery Guidebook](#) is designed to assist you with the recovery process beginning with the incident and continuing through the declaration process, applicant notification and briefings, the identification, monitoring and inspection of projects, and ending with the audit and final payment for eligible work.

If you have any questions or would like additional information about our program, please contact Beth Zimmerman or Wendy Smith (see below).

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Division of Emergency Management  
Recovery Office

## Disaster Recovery Guidebook

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PREVIOUS

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FLOWCHART

HOME

## APPLICANT PROJECT CHECKLIST

(To prepare for State and/or Federal Inspectors)

In order to expedite the project process, applicants should take the following steps and be aware of the following procedures before the Kick-Off meeting (or first visit with the Federal/State inspectors):

- \_\_\_ 1. Mark the location of each damage project on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the seven categories of work. The applicant should identify all damage/work projects before the Public Assistance Coordinators arrive.
- \_\_\_ 2. A list of projects broken down by small ( < \$55,500) and large ( ≥ \$55,500) FY05.
- \_\_\_ 3. Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites, which need to be repaired.
- \_\_\_ 4. Have photographs, site sketches or drawings of each damage site available for the Public Assistance Coordinators (especially where work has already been performed).
- \_\_\_ 5. Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each project where work has been completed or is in progress. While a variety of forms can be used to summarize these items, the format chosen must document the type and location of work performed on a daily basis.
- \_\_\_ 6. Provide force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for a review and inspection by the survey team.
- \_\_\_ 7. List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.
- \_\_\_ 8. Be prepared to describe to the inspectors which projects will be repaired by contract and those, which will be repaired by force account. If a contractor's estimate/bid has been received, have it available for the Public Assistance Coordinators.
- \_\_\_ 9. If damaged facilities are to be restored in accordance with adopted codes or standards different from the original construction, provide Public Assistance Coordinators with copies of the appropriate standards.
- \_\_\_ 10. Provide Public Assistance Coordinators with policy information on insurance coverage and any proceeds received or anticipated.
- \_\_\_ 11. Notify ADEM as soon as possible, but no later than 60 days from the date of the initial Kick-off meeting, of any additional damage that has been identified.
- \_\_\_ 12. Be aware that a statement of non-concurrence must be attached to any project in which the local representative does not agree with the proposed scope of work.

## APPLICANT'S AGENT CHECKLIST

This checklist was prepared to make the process of applying for and receiving disaster relief under the Public Assistance program as easy as possible. If you have any questions, please contact the ADEM Recovery Section.

### ADMINISTRATION

- \_\_\_ Attend the applicant's briefing.
- \_\_\_ Contact other potential applicants within your county/city who sustained disaster related damages and have them contact ADEM as soon as possible (preferably within 30 days from the date the county was declared).
- \_\_\_ Ensure that an applicant's agent is designated.
- \_\_\_ Submit appeals in a timely manner.
- \_\_\_ Check on insurance coverage and determine the settlement amount, if any. Submit a proof of loss statement and copies of all insurance checks to ADEM.
- \_\_\_ Complete, sign and submit request for reimbursement to ADEM Recovery Office.

### WORK MONITORING

- \_\_\_ Review each Project Worksheet (PW) to become familiar with approved scope of work.
- \_\_\_ Give appropriate supervisors a copy of each PW.
- \_\_\_ Make approved repairs only or obtain ADEM/FEMA approval before changing/altering the approved scope of work.
- \_\_\_ Notify ADEM of significant cost overruns.
- \_\_\_ Follow proper bid and contract procedures. Ensure the contractor is not on the most current "List of Parties Excluded from current Federal Procurement or Non-Procurement Programs" published by the U.S. General Services Administration.
- \_\_\_ Complete work within allowable time periods.
- \_\_\_ Request a time extension by PW if needed.
- \_\_\_ Submit a project cost summary for each large PW that is completed.
- \_\_\_ Complete the Project Completion Report (P.4) once all approved work has been completed.

### DOCUMENTATION

- \_\_\_ Maintain a separate folder for each PW.
- \_\_\_ Document repair costs at each work site as they occur.
- \_\_\_ Prepare Daily Activity Report from supervisor's daily logs.
- \_\_\_ Keep these documents for each work site as they occur:
  - Daily Activity Report for Labor, Equipment and Materials
  - Delivery Tickets
  - Invoices
  - Payroll Journals
  - Cancelled Checks
  - Daily Logs from Supervisors
- \_\_\_ Keep these documents for each PW done by contract:
  - Bid specifications
  - Bid advertisement
  - Bid summary sheet
  - Contract award documents
  - Invoices
  - Canceled Checks
  - Record of work inspections





Sample Applicant Briefing Packet  
Arizona Division of Emergency Management  
Summer 2006 Monsoons & Flooding  
PCA 27001  
Fact Sheet



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Incident Period:	July 26, 2006 through August 4, 2006
Declaration Number:	PCA 27001 – State of Arizona Declaration * Request for Federal assistance has been submitted to the President through FEMA Region IX.
Declaration Date:	August 8, 2006
Political Subdivisions Declared:	Pima and Pinal Counties
Eligible Work:	Emergency Work: Category A – Debris Removal Category B – Emergency Protective Measures  Permanent Work: Category C – Roads and Bridges Category D – Water Control Facilities Category E – Buildings and Equipment Category F - Utilities Category G – Parks, Recreational Facilities and Other Items
Projects submitted to ADEM:	October 8, 2006
Deadline to Complete Eligible Work:	Emergency Work – February 8, 2007 Permanent Work – February 8, 2008
Reimbursement for Political Subdivision:	75% State / 25% Applicant
Reimbursement for State Agencies:	100% State

**Points of Contact:**

Wendy McCalla  
Public Assistance Program Manager  
Phone: 602-231-6357  
Email: [wendy.mccalla@azdema.gov](mailto:wendy.mccalla@azdema.gov)

Darlene Quihuis  
Public Assistance Finance Specialist  
Email: [darlene.quihuis@azdema.gov](mailto:darlene.quihuis@azdema.gov)  
Phone: 602-392-7546

**Mailing Address & Fax Number:**

Arizona Division of Emergency Management  
5636 E. McDowell Road  
Recovery Office, Building 5507  
Phoenix, Arizona 85008-3495  
Fax: 602-392-7501

## Sample State Declaration of Emergency

### **\* DECLARATION OF EMERGENCY – Summer 2006 Monsoons & Flooding \***

**WHEREAS**, between July 25, 2006 and August 4, 2006 a series of potent monsoon thunderstorms, spawning hail, damaging winds and flash floods damaged many locations in southeastern Arizona; and

**WHEREAS**, areas of the Santa Cruz, San Pedro, and Gila watersheds exceeded their 1993 flood stages in portions of Pinal, Pima, Cochise, Graham and Gila Counties and the most devastating impacts were in Pima and Pinal Counties; and

**WHEREAS**, Gila, Pima and Pinal counties' Board's of Supervisors declared states of emergency for their counties for the flooding and condition of extreme peril to public health and safety of their citizens; and

**WHEREAS**, several homes were inundated with water and mud, residents were evacuated, shelters were opened and several homes were isolated by the floodwaters; and

**WHEREAS**, public infrastructure was impacted as roads and bridges were overtopped by floodwaters, with many sustained extensive damage and erosion; and

**WHEREAS**, the Governor is authorized to declare an emergency pursuant to A.R.S. § 26-303(D); and

**WHEREAS**, the Legislature has authorized the expenditure of funds in the event of an emergency pursuant to A.R.S. § 35-192;

**NOW, THEREFORE I**, Janet Napolitano, Governor of the State of Arizona, by virtue of the authority vested in me by the Constitution and Laws of the State, do hereby determine that the Summer 2006 Monsoons & Flooding Emergency justifies a declaration of a State of Emergency, pursuant to A.R.S. § 26-303(D), and I do hereby:

- a. Declare that a State of Emergency exists in Pinal and Pima Counties due to the Summer 2006 Monsoons & Flooding Emergency, effective July 26, 2006 through August 4, 2006; and
- b. Direct that the sum of \$200,000 from the general fund be made available to the Director of the Arizona Division of Emergency Management to be expended in accordance with A.R.S. § 35-192, A.A.C. R8-2-301 to 321, and Executive Order 79-4; and
- c. Direct that the State of Arizona Emergency Response and Recovery Plan be used to direct and control state and other assets and authorize the Director of the Arizona Division of Emergency Management to coordinate state assets; and



## Sample State Declaration of Emergency

Declaration of Emergency

Re: Summer 2006 Monsoons & Flooding

Page Two


- d. Authorize the Adjutant General to mobilize and call to activate all or such part of the Arizona National Guard as may be determined necessary to assist in the protection of life and property throughout the State.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona

  
Governor

**DONE** at the Capitol in Phoenix on this Eighth day of August in the Year Two Thousand Six and of the independence of the United States of America the Two Hundred and Thirty-first.

ATTEST:

  
Secretary of State



**ARIZONA DIVISION OF EMERGENCY MANAGEMENT  
REQUEST FOR PUBLIC ASSISTANCE  
PCA \_\_\_\_\_**

Applicant Name \_\_\_\_\_

County \_\_\_\_\_ Date Submitted \_\_\_\_\_

**Applicant Physical Location**

Street Address \_\_\_\_\_

City \_\_\_\_\_ State ARIZONA Zip Code \_\_\_\_\_

**Mailing Address**  
(if different from Physical Location)

Street Address \_\_\_\_\_

Post Office Box \_\_\_\_\_ City \_\_\_\_\_ State AZ Zip Code \_\_\_\_\_

**Primary Contact/Applicant's Authorized Agent**

Name \_\_\_\_\_

Title \_\_\_\_\_

Business Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Alternate Contact**

Name \_\_\_\_\_

Title \_\_\_\_\_

Business Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Received By: \_\_\_\_\_  
(Initials & Date)

JULY 2000

Form # AZ PA 204-3

# ARIZONA DIVISION OF EMERGENCY MANAGEMENT

## DESIGNATION OF APPLICANT'S AGENT FORM

The intent of this **DESIGNATION** is to appoint an **APPLICANT'S AGENT** for the following term:

- ☐ For PCA No. \_\_\_\_\_ only      ☐ For the period of \_\_\_\_ to \_\_\_\_      ☐ Until further notice
- ☐ Until further notice for HAZMAT incident

Applicant Name: \_\_\_\_\_

### CERTIFICATION

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Authorizing Official's Name) (Title)

\_\_\_\_\_, do hereby certify that the information below is true  
(Applicant Name)

and correct, based on a resolution passed and approved by the \_\_\_\_\_  
(Governing Body)

of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_,  
(Applicant Name) (day) (month) (year)

\_\_\_\_\_ has been designated as the Applicant Agent  
(Name of Designated Applicant Agent)

to act on behalf of \_\_\_\_\_ .  
(Applicant Name)

\_\_\_\_\_  
(Authorizing Official's Signature) (Title) (Date)

### Designated Applicant's Agent

Name \_\_\_\_\_

Title/Official Position \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_  
(Please include area code and extension if not a direct number)

E-mail Address \_\_\_\_\_ Pager/Cell \_\_\_\_\_

**For ADEM Use Only**

Received By: \_\_\_\_\_  
(Initials & Date)

July 2000

Form # AZ PA 204-4

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**TITLE 8. EMERGENCY AND MILITARY AFFAIRS**  
**CHAPTER 2. DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS**  
**DIVISION OF EMERGENCY MANAGEMENT**

**Supp. 03-1**

(Authority: A.R.S. §§ 26-301 et seq., 35-192 et seq.)

**ARTICLE 3. GOVERNOR'S EMERGENCY FUND**

*Article 3, consisting of Sections R8-2-301 through R8-2-330, adopted effective September 18, 1996 (Supp. 96-3).*

*Article 3, consisting of Sections R8-2-33 through R8-2-39, repealed effective September 18, 1996 (Supp. 96-3).*

*Article 3, consisting of Sections R8-2-33 through R8-2-39, adopted effective June 11, 1980.*

*Former Article 3, consisting of Sections R8-2-33 through R8-2-38, repealed effective June 11, 1980.*

**Section**

R8-2-301. Definitions

R8-2-302. Applications for Emergency Assistance

R8-2-303. Contents of an Application

R8-2-304. Application by a Political Subdivision

R8-2-305. Application by a State Agency

R8-2-306. Action on an Application

R8-2-307. Proclamation File Number

R8-2-308. Limitation of Fund Expenditure

R8-2-309. Time Limit for Filing Claims

R8-2-310. Retention of Records

R8-2-311. Establishment of the Incident Period and the Opening and Closing of the Proclamation

R8-2-312. Duplication of Benefits

R8-2-313. Allowable Claims Against the Fund

R8-2-314. Mitigation of Future Damages by the Applicant

R8-2-315. Advance of Funds

R8-2-316. Final Inspection and Audit

R8-2-317. Procurement Requirements

R8-2-318. Inspection and Audit of Contract Provisions

R8-2-319. Refund from an Applicant

R8-2-320. Appeal of a Director's Decision

R8-2-321. Scope

**ARTICLE 3. GOVERNOR'S EMERGENCY FUND**

**R8-2-301. Definitions**

In addition to the definitions provided in A.R.S. § 26-301, the following definitions apply to this Article, unless specified otherwise:

1. "Applicant" means any state agency or political subdivision of the state that requests emergency assistance from the state.
2. "Applicant's authorized representative" means the person authorized by the governing body of a political subdivision to request funds, time extensions, and attend to other recovery matters related to a specific emergency proclamation.
3. "Application" means a written or verbal request by an applicant to the Director for emergency assistance.
4. "Contingency proclamation" means the document in which the governor authorizes the Director to pay expenses incurred by political subdivisions or state agencies that respond to frequently occurring emergencies that pose a significant and constant threat such as search or rescue, and hazardous materials spills.
5. "County" means the county or counties where an emergency is located.
6. "Department" means the Department of Emergency and Military Affairs provided in A.R.S. § 26-101.
7. "Eligible work" means actions taken and work performed by an applicant in response to an emergency that are consistent with the intent and purposes set forth in A.R.S. § 35-192 and these rules.
8. "Emergency" means any occasion or instance for which, in the determination of the Governor, state assistance is needed to supplement state agencies' and political subdivisions' efforts and capabilities to save lives, protect property and public health and safety, or to lessen or avert the threat of a disaster in Arizona.
9. "Emergency resolution" means a document by which the governing body of a political subdivision declares an emergency.
10. "Fund" means the portion of the general fund used to pay incurred liabilities and expenses authorized as claims against the state to meet contingencies and emergencies when the Governor declares that a state of emergency exists.
11. "Incident period" means the time interval of an emergency during which damage occurs.
12. "Political subdivision" means any county, incorporated city or town, or school, community college, or other tax-levying public improvement district.

13. "Proclamation" means the document in which the Governor declares that a state of emergency exists pursuant to A.R.S. § 35-192(A) and authorizes an expenditure from the fund.
14. "State" means the state of Arizona.
15. "State agency" means any department, commission, board, agency, or division of the state, including the Department of Emergency and Military Affairs.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-302. Applications for Emergency Assistance**

- A. An applicant shall act for the purpose of this Article through its chief executive officer or body, or the applicant's authorized representative.
- B. An applicant shall use forms that are in the "Disaster Assistance Guide", ADEM Publication 100, June 1996 (and no future amendments or editions), which is incorporated by reference and is on file with ADEM and the Office of the Secretary of State.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-303. Contents of an Application**

- A. An applicant shall set forth in an application the cause, location, and beginning date of the emergency, a description of the damage caused by the emergency and potential health hazards arising from the emergency, the costs incurred for emergency response, and an estimate of the number of people affected by the emergency and costs for recovery.
- B. Before submitting an application to the Director, the applicant shall use its available resources to respond to the emergency and request assistance from other political subdivisions that might respond to the emergency.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-304. Application by a Political Subdivision**

- A. A county shall issue an emergency resolution before submitting an application to the Director.
- B. A political subdivision other than a county shall submit an emergency resolution to the county and request that, if necessary, the county issue an emergency resolution and make application to the Director. If the county fails to issue an emergency resolution expeditiously, a political subdivision may apply directly to the Director for assistance.
- C. A political subdivision shall submit an application to the Director using the most expeditious means.
- D. The Director shall reject an application that is not received within 15 days from the start of the emergency unless the political subdivision shows good cause for the delay or that the emergency is of a type that the date the emergency started is difficult to establish.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-305. Application by a State Agency**

- A. An applicant that is a state agency shall submit an application directly to the Director using the most expeditious means.
- B. The Director shall reject an application that is not received within 15 days from the start of the emergency unless the state agency shows good cause for the delay or that the emergency is of a type that the date the emergency started is difficult to establish.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-306. Action on an Application**

- A. The Director shall make a recommendation to the Governor whether to issue a proclamation.
- B. The Director shall notify the applicant immediately by telephone or, if necessary, in writing, of the Governor's decision to issue or not to issue a proclamation. If the Governor issues a proclamation, the Division shall forward a copy to the applicant.
- C. The Governor shall prescribe in the Governor's proclamation the maximum amount for which the state will be liable for the emergency that is the subject of the proclamation.
- D. State payment of claims submitted by a political subdivision pursuant to a proclamation shall not exceed 75% of eligible costs or the amount prescribed in the proclamation, whichever is less.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-307. Proclamation File Number**

- A. The Division shall assign a file number to each emergency that is the subject of a proclamation.
- B. All correspondence regarding an emergency to which a file number is assigned shall reference the file number.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-308. Limitation of Fund Expenditure**

Expenditure from the fund, as a result of a particular proclamation, shall not exceed the amount authorized in the proclamation unless an additional amount is authorized by the council as prescribed in A.R.S. § 35-192.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-309. Time Limit for Filing Claims**

Before the ending date of the Governor's proclamation, the Director shall assess whether an extension of time is needed for an applicant to complete work and submit claims arising from an emergency. If the Director determines an extension of time is needed, the Director shall recommend that the Governor grant an extension.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-310. Retention of Records**

The applicant shall maintain for five years all records relating to claims submitted by the applicant in accordance with A.R.S. § 41-1346 and shall make the records available for inspection and audit by the Department auditor and the auditor general.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-311. Establishment of the Incident Period and Termination of the Proclamation**

- A. The Director shall recommend to the Governor, for inclusion in the Governor's proclamation, the beginning and ending dates of the incident period. If the Director determines that the incident period has a beginning or ending date different from that stated in the proclamation, the Director shall recommend to the Governor that the proclamation be amended to reflect the correct dates.
- B. At the Director's recommendation, the Governor shall terminate the proclamation when the following occur:
1. The recovery work is complete,
  2. The Division completes a final inspection of all work for which the applicant submits a claim,
  3. The applicant submits a claim to the Director for all work which the applicant seeks reimbursement,
  4. The Division pays all authorized claims,
  5. The required audits are complete, and
  6. The applicant receives amount due or pays amount owed.
- C. After the audit and final payment of the applicant's claims, the Governor shall issue a termination proclamation.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-312. Duplication of Benefits**

- A. The state is not liable for any claim arising from an emergency for which the applicant receives funds from another source.
- B. The state is not liable for any claim arising from an emergency unless the applicant applies for and is denied funding from other available sources before submitting the claim to the state.
- C. If the Director or an applicant determines that the applicant received duplicate funds for a claim from the state and from another source, the applicant shall refund the amount received from the state.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-313. Allowable Claims Against the Fund**

- A. The Director shall allow expenditures from the fund for a claim arising from an emergency only if:
1. The amount claimed is a direct result of response or recovery operations to the emergency,
  2. The applicant is legally responsible for providing response or recovery operations in the emergency, and
  3. The amount claimed is authorized under the provisions of subsection (B) or (D).
- B. The Director shall allow the following costs to be paid as claims against the fund:
1. Salaries or wages and benefits of the applicant's budgeted personnel directly engaged in eligible work;
  2. Salaries or wages and benefits of nonbudgeted employees directly engaged in eligible work;
  3. Communications;
  4. Travel;
  5. Materials and supplies consumed, except those listed under subsection (C)(2);
  6. Rental of privately owned equipment at documented contractual rates;
  7. Contributions toward the purchase of equipment if the necessary equipment is not available from federal, state, or local sources, and if the contribution does not exceed the cost of renting the item at prevailing local rates;
  8. Owning and operating the applicant's equipment using rates approved by the Director;
  9. Work performed by private contractors;
  10. Work performed under an agreement between local governments or between a local government and a state agency, that is completely documented by the local government or state agency performing the work; and
  11. Prison labor including amounts paid to prisoners in accordance with established rates and costs of transporting prisoners.
- C. The Director shall not allow the following costs to be paid as claims against the fund:
1. Salaries or wages and benefits of elected or appointed officials responsible for directing governmental activities;
  2. Office supplies and equipment;
  3. Rental of administrative office space;
  4. Depreciation, insurance, storage, and similar fixed overhead costs;
  5. Repairs and fuel for privately owned rented equipment, except where the rental agreement provides that the applicant will be responsible for repairs and fuel in addition to the rental fee;
  6. Work performed under agreement between a state agency or local government and a federal agency where the work is paid for by federal funds;
  7. Costs incurred under contracts based on cost plus a percentage of costs, unless the Director determines that the performance of immediate emergency work would be unduly delayed and would likely result in an imminent hazard to health or safety, in which case the Director may authorize an exception; and
  8. Prison labor costs for food, lodging, and guards.
- D. To submit a claim for a cost that cannot be classified under subsection (B), an applicant shall make a written request to the Director for an exception. The Director shall grant a request for an exception if the request explains the nature of the exception and justifies why it is needed. The Director shall immediately inform the applicant in writing of the decision to grant or deny the request for an exception.



E. When a facility damaged as a result of an emergency is repaired or replaced, the Director shall allow only the costs required to return the facility to the condition it was before the emergency, incorporating current standards and design requirements.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-314. Mitigation of Future Damages by the Applicant**

The applicant shall comply with any mitigation requirements specified by the Director for repair or replacement projects subject to repeated damage from flooding or other threats to life or property.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-315. Advance of Funds**

All requests for an advance of funds shall be signed by the applicant's authorized representative and forwarded to the Director. The Director shall assess a request for an advance to determine whether the request is reasonable and for eligible work that has been completed. The Director shall grant a request for an advance for work not completed only if an applicant has demonstrated that the work cannot be completed without an advance. The amount of an advance will be based upon eligible expenditures to date and the estimated eligible expenditures for the next 60-day period.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-316. Final Inspection and Audit**

Upon completion of all work by an applicant, the Division shall inspect all the work that the applicant claims. The applicant shall provide the Division with access to all claimed work and shall permit review of all records relating to the work. After completion of the final inspection, the Department's chief auditor shall conduct an audit of the applicant's claims. The Director shall use this audit to determine the allowability of claimed costs and final payment due to the applicant or overpayment due to the Division.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-317. Procurement Requirements**

The Director shall not allow a claim arising from a procurement unless the applicant complies with the Arizona procurement laws set forth in A.R.S. § 41-2501, et seq., and A.A.C. R2-7-101 et seq.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-318. Inspection and Audit of Contract Provisions**

If a contract or subcontract for the furnishing of goods, equipment, labor, materials, or services to the applicant may result in a claim, the applicant shall include in the contract or subcontract a provision that all books, accounts, reports, and other records relating to the contract or subcontract shall be subject to inspection and audit by the state for five years after completion of the contract or subcontract.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-319. Refund from an Applicant**

- A. If the Director determines that an applicant is required to refund an amount, the Director shall provide the applicant written notice of the amount owed. The applicant shall reimburse the Division within two months of the date of notification.
- B. An applicant may request a review, as set forth in R8-2-320, of a determination under subsection (A) that an amount must be refunded. If the review results in a decision that the applicant is required to reimburse the Division, the applicant shall refund the amount required within two months of the decision.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-320. Appeal of the Director's Decision**

- A. Any party aggrieved by a decision rendered by the Director may appeal the decision, in writing, not later than 15 days after receipt of notice of the Director's decision.
- B. When an appeal is filed, the Director shall contact the Office of Administrative Hearings to schedule the case with the office in accordance with A.R.S. § 41-1092.02.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

**R8-2-321. Scope**

The provisions of this Article apply to contingencies arising from hazardous materials incidents.

Historical Note

Adopted effective September 18, 1996 (Supp. 96-3).

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Arizona Administrative  
Code  
[Table of Contents](#)

Questions or  
Comments:  
[Publications](#)

Arizona Secretary of  
State  
<http://www.azsos.gov>

## AUDIT PROCESS OUTLINE

### FORCE LABOR:

- Data should be recorded on a "Force Account Labor Record" form, supported by employee time cards or other documents recording date, and hours worked.
- Payroll information is verified from the following information:
  1. Hourly rate of pay (reg. & O/T)
  2. Applicable O/T policy.
  3. Hours worked.
  4. Payment.
  5. Title or position.
- This information is usually attained from a payroll distribution report, which also shows employee deductions. The deductions will be compared to company paid benefits (group health, etc).
- All applicable and eligible company expenses are verified:
  1. FICA.
  2. State Unemployment.
  3. Federal Unemployment.
  4. Workers Compensation.
  5. Retirement.
  6. Medical and Dental.
  7. Life insurance.
- This is verified by reviewing actual invoices and payments showing the expense for each employee or category. In some cases, the applicant may include a percentage based upon company paid vacations, holidays and sick days. Applicable company policies will be reviewed and calculations verified.

### EQUIPMENT (APPLICANT OWNED)

- Data should be recorded on a "Force Account Equipment Record" form.
  1. Hourly rates are checked with the published approved FEMA rate schedule or the local guidelines established by the applicant and approved by FEMA.
  2. Equipment hours are correlated with force labor (operator) hours. (Equipment hours cannot exceed operator hours)
- If the type of equipment used is not on FEMA's list, we do a comparative analysis using local rental rates or manufacturers suggested rates or a combination.

### EQUIPMENT (RENTED)

- Data should be recorded on a "Rented Equipment. Record" form.
- The following items will be reviewed:
  1. Rental agreements for exclusions and inclusion such as cost for operator, fuel, maintenance, etc. Applicable documents should be included to cover any additional costs such as fuel receipts, etc.
  2. Copy of invoice and proof of payment.
- If Force Labor was used see, #2 under applicant owned. If from another Public Agency, #1 under applicant owned would apply.



**AUDIT PROCESS – (CONTINUED)**

**MATERIALS (PURCHASED)**

- Data should be recorded on a "Material Record" form.
  1. A copy of invoices with supporting documents including description, quantity, unit price and location of usage.
  2. Proof of payment.

**MATERIAL (FROM STOCK)**

- Data should be recorded on a "Material Record" form.
  1. A copy of invoices replacing stock or a copy of invoices that would support the original purchase.
  2. Proof of payment is needed for both.

**CONTRACTS**

- Data should be recorded on a "Contract Work Record" form.
- To verify completion of contract work, the following items are reviewed:
  1. The bidding process based on the State Procurement Procedure:

> to \$1,000	No bid required
> \$1,000 to \$10,000	3 oral or 3 written bids
> \$10,000 to \$25,000	3 written bids
> over \$25,000	Formal bid procedures which includes advertising, recording bids received and a contract.
  2. Copy of invoice cross-referenced to the contract.
  3. Proof of payment.

**NOTES:**

- Emergency bidding procedures may apply to emergency categories A and B.
- Cost-plus-percentage of cost (CPPC) contracts are ineligible.
- Contingency clauses based on reimbursement are ineligible.
- Salvage value (reusable material) should be identified.
- Insurance or Risk Management recoveries should be identified.
- Donated Resources/In-kind costs are capped at the non-Federal share so that the Federal share will not exceed the actual out-of-pocket costs.

## Fringe Benefits

### Overtime Fringe Benefits:

- Overtime Fringe Benefits (ERE) should only include variable costs (see list below):

Example: 
$$\frac{\text{Total Variable Fringe Benefits}}{\text{Total Wages}}$$

### Regular Time Fringe Benefits:

- Regular Time Fringe Benefits (ERE) include both fixed and variable costs (see list below):

Example: 
$$\frac{\text{Total Fixed and Variable Fringe Benefits less OT Fringe Benefits}}{\text{Regular Wages}}$$

<u>Fixed Fringe Benefits</u>	<u>Variable Fringe Benefits</u>
Holidays	Employer's share of Social Security
Vacation	Employer's share of Medicare
Sick Leave	State Unemployment
Health Insurance	Federal Unemployment
Life Insurance	Workers Compensation
Other Fixed Benefits	Employer's share of Retirement

**Sample  
Fringe Benefit  
Calculation Spreadsheet**

Variable Fringe Benefits		Overtime Fringe Rate	14.63%
Employer's share of Social Security/Medicare	\$26,000		
Employer's share of Retirement	\$17,000	Regular Time Rate	54.72%
Federal/State Unemployment	\$500		
Workers Compensation	\$1,700		
Other Variable Fringe Benefits	\$6,000		
Total	\$51,200		
Fixed Fringe Benefits			
Holidays	\$12,000		
Vacation	\$17,000		
Sick Leave	\$9,000		
Health/Dental/Life Insurance	\$40,000		
Other Fixed Benefits	\$12,000		
Total	\$90,000		
Total Fringe Benefits	\$141,200		
Total Wages	\$350,000		
Regular wages	\$250,000	Regular Fringe Benefits	\$136,811
Overtime wages	\$30,000	Overtime Fringe Benefits	\$4,389
Total Regular and Overtime wages	\$280,000		\$141,200

### **Emergency Management Audits Primary Points of Contact**

Andrew Allen, Chief Auditor	Phone: (602) 267-2322	All audits
Walter Owens, Audit Supervisor	Phone: (602) 267-2327	Applicant audits
Jenna Dixon, Program Compliance Auditor	Phone: (602) 267-2805	Quarterly/Termination audits

### **Applicant Audit Overview** (primarily state and local government costs)

The objective of these audits is to determine the eligibility of costs claimed by the applicants in accordance with A.R.S. § 35-192 and Administrative Rule R8-2-316. Audit reports summarizing the audit results are sent to the Director of the Division of Emergency Management. The audits serve as the basis for the Division of Emergency Management making a final financial settlement with applicants who receive federal and state disaster assistance.

### **Quarterly Audit Overview** (primarily DEMA costs)

The objective of these audits includes reviewing liability and expenditure documents for eligibility in accordance with A.R.S. § 35-192. The audits are performed at ninety-day intervals and include all open emergencies. Quarterly audit reports are distributed to the Governor's Office and members of the Arizona Emergency Council.

### **Termination Audit Overview** (final reconciliation all costs)

The objective of these audits includes reviewing liability and expenditure documents for eligibility in accordance with A.R.S. § 35-192. The audits are performed on closed emergencies and include reconciliation of audit citations from Applicant Audits and Quarterly Audits. Termination audit reports are distributed to the Governor's Office and members of the Arizona Emergency Council.



## Sample Applicant Briefing Packet

"GENERAL AUDIT" PROGRAM			
<b>OBJECTIVE:</b> DETERMINE COMPLIANCE WITH 44 CFR 206.200 206.228, IN CONJUNCTION WITH THE ARIZONA ADMINISTRATIVE CODE 8, CHAPTER 2, ARTICLE 3, R8-2-316 AND THE PROPRIETY AND ELIGIBILITY OF THE COSTS CLAIMED BY THE APPLICANT.			
<b>METHOD:</b>			
	W/P REF.	BY	DATE
FORCE ACCOUNT			
LABOR COSTS:			
01. VERIFY TIME CARDS / PAYROLL DOCUMENTS			
02. VERIFY PAY RATES CLAIMED			
03. CHECK EMPLOYEE'S NAME WITH PAYROLL ROSTER			
04. CHECK JOB CLASSIFICATION			
05. CHECK DATES AND HOURS WORKED			
06. CHECK LOCATION			
07. CHECK TYPE OF WORK			
08. CHECK ERE PERCENTAGE (AVERAGE 25% TO 35%)			
09. CHECK FOR MATHEMATICAL ERRORS			
10. CHECK OERTIME POLICY (DATE WRITTEN)			
11. SPOT CHECK CANCELED CHECKS			
FORCE ACCOUNT			
EQUIPMENT COSTS:			
01. CHECK RATES WITH FEMA APPROVED RATES			
HOURLY RATES MUST BE ESTABLISHED BY SUBGRANTEE UNDER LOCAL GUIDELINES OR BY PUBLISHED FEMA RATE SCHEDULE WHICHEVER IS LOWER, OR, APPROVED BY FEMA AND INCLUDED IN THE DSR APPROVED RATE OR, THE METHOD MUST BE NOTED IN DSR.			
02. CHECK FOR PROPER EQUIPMENT USAGE			
03. CORRELATE OPERATOR TIME WITH EQUIPMENT TIME (EQUIP. CANNOT EXCEED OPERATOR TIME)			
RENTAL EQUIPMENT COSTS:			
01. EVALUATE THE RENTAL HOURLY RATES FOR REASONABLENESS.			
02. EXAMINE RENTAL CONTRACTS, INVOICES AND CANCELED CHECKS FOR PROPER AMOUNT AND PAYMENT.			
03. WHAT COSTS ARE INCLUDED IN THE HOURLY RATES			
04. WHAT COSTS ARE THE RESPOSIBILITY OF THE APPLICANT			
MATERIALS:			
PURCHASED:			
01. CHECK QUALITY AND QUANTITY WITH DSR			
02. CHECK INVOICE FOR UNIT COST, QUANTITY AND EXTENTION			
03. CHECK CANCELED CHECKS FOR PROOF OF PAYMENT			
FROM STOCK:			
01. CHECK QUALITY AND QUANTITY WITH DSR			
02. COSTS MUST BE SUPPORTED BY: (1) ORIGINAL INVOICE/S OR (2) CURRENT REPLACEMENT VALUE(AVERAGE COSTS ARE ACCEPTABLE)			
CONTRACT COSTS:			
01. CHECK ADHERENCE TO BIDDING PROCEDURES			
(A) ADVERTISING			
(B) RECEIVING OF BIDS			
(C) AWARDING OF CONTRACT			
02. REVIEW CONTRACT			
03. INVOICES TO BE CROSS REFERENCED TO THE CONTRACT			
04. CHECK CANCELED CHECKS FOR PROOF OF PAYMENT			